



## Center for Educational Performance and Information (CEPI) List of Current Forms Organized by Deadline

Deadlines are listed in order of:  
Accepted Throughout the Year, Months January through December,  
Summer/Fall, followed by Special Instructions

Last Updated: July 2006

Form ID or Name	Forms (Note: When possible, various forms are linked to the appropriate Web page.)	<b><u>DEADLINE:</u></b> <b>ACCEPTED THROUGHOUT THE YEAR</b>	Contact Person (If Needed)	Contact Number	Completion Requirements	Department and Program Area
OCAL-1787	Environmental Health Inspection Request	Accepted Throughout the Year	Not Applicable	1-866-685-0006	AS NEEDED	<b>Department of Human Services (DHS)</b>  <b><u>Program Area:</u></b> <b>Office of Children and Adult Licensing</b>
OCAL-3970	Child Day Care Application	Accepted Throughout the Year	Not Applicable	1-866-685-0006	MANDATORY for Child Day Care	
OCAL-1326	<a href="#">Licensing Record Clearance Request</a>	Accepted Throughout the Year	Not Applicable	1-866-685-0006	AS NEEDED	
OCAL-2066	License Application Fee Transmittal	Accepted Throughout the Year	Not Applicable	1-866-685-0006	AS NEEDED	
OCAL-3601	Supplemental Information Child Care Center	Accepted Throughout the Year	Not Applicable	1-866-685-0006	MANDATORY	
OCAL-3704	<a href="#">Medical Clearance Request</a>	Accepted Throughout the Year	Not Applicable	1-866-685-0006	AS NEEDED	
OCAL-5001	<a href="#">Staffing Plan: Child Day Care Centers</a>	Accepted Throughout the Year	Not Applicable	1-866-685-0006	AS NEEDED	
OCAL-5002	CPR & First Aid Requirements: Group Day Care Homes and Child Care Centers	Accepted Throughout the Year	Not Applicable	1-866-685-0006	MANDATORY for Fulfillment of CPR and First Aid Requirements	
OCAL-5003	<a href="#">Child Care Licensee Designee State of Michigan</a>	Accepted Throughout the Year	Not Applicable	1-866-685-0006	AS NEEDED	<b>Department of Labor and Economic Growth (DLEG)</b>  <b><u>Program Area:</u></b> <b>Bureau of Commercial Services</b>  <b>Department of Labor and Economic Growth (DLEG)</b>
BCS/CD-502	<a href="#">Articles of Incorporation for Use by Domestic Nonprofit Corporations</a>	Accepted Throughout the Year	Not Applicable	517- 241-3838	AS NEEDED	
BCS/CD-511	<a href="#">Restated Articles of Incorporation</a>	Accepted Throughout the Year	Not Applicable	517- 241-3838	AS NEEDED	
BCS/CD-515	<a href="#">Certificate of Amendment To The Articles of Incorporation</a>	Accepted Throughout the Year	Not Applicable	517- 241-3838	AS NEEDED	
BCS/CD-517	<a href="#">Certificate of Abandonment of Amendment</a>	Accepted Throughout the Year	Not Applicable	517- 241-3838	AS NEEDED	
BCS/CD-518	<a href="#">Certificate of Correction</a>	Accepted Throughout the Year	Not Applicable	517- 241-3838	AS NEEDED	
BCS/CD-520	<a href="#">Certificate of Change of Registered Office And/Or Change of Resident Agent</a>	Accepted Throughout the Year	Not Applicable	517- 241-3838	AS NEEDED	
BCS/CD-521	<a href="#">Resignation of Resident Agent</a>	Accepted Throughout the Year	Not Applicable	517- 241-3838	AS NEEDED	
BCS/CD-522	<a href="#">Certificate of Appointment of Resident Agent</a>	Accepted Throughout the Year	Not Applicable	517- 241-3838	AS NEEDED	

BCS/CD-525	<a href="#">Certificate of Renewal of Corporate Existence</a>	Accepted Throughout the Year	Not Applicable	517- 241-3838	AS NEEDED	<b>Program Area: Bureau of Commercial Services</b>
BCS/CD-530	<a href="#">Certificate of Dissolution</a>	Accepted Throughout the Year	Not Applicable	517- 241-3838	AS NEEDED	
BCS/CD-531	<a href="#">Certificate of Dissolution</a>	Accepted Throughout the Year	Not Applicable	517- 241-3838	AS NEEDED	
BCS/CD-532	<a href="#">Certificate of Dissolution</a>	Accepted Throughout the Year	Not Applicable	517- 241-3838	AS NEEDED	
BCS/CD-533	<a href="#">Certificate of Revocation of Dissolution</a>	Accepted Throughout the Year	Not Applicable	517- 241-3838	AS NEEDED	
BCS/CD-540	<a href="#">Application for Reservation of Name</a>	Accepted Throughout the Year	Not Applicable	517- 241-3838	AS NEEDED	
BCS/CD-541	<a href="#">Certificate of Assumed Name</a>	Accepted Throughout the Year	Not Applicable	517- 241-3838	AS NEEDED	
BCS/CD-543	<a href="#">Certificate of Termination of Assumed Name</a>	Accepted Throughout the Year	Not Applicable	517- 241-3838	AS NEEDED	
BCS/CD-545	<a href="#">Application for Registration of Corporate Name</a>	Accepted Throughout the Year	Not Applicable	517- 241-3838	AS NEEDED	
BCS/CD-546	<a href="#">Certificate of Termination of Registration of Corporate Name</a>	Accepted Throughout the Year	Not Applicable	517- 241-3838	AS NEEDED	
BCC-201	<a href="#">Application for Barrier Free Design Rule Exception</a>	Accepted Throughout the Year	Not Applicable	517- 241-9328	MANDATORY for Rule Exception	<b>Department of Labor and Economic Growth (DLEG)</b>  <b>Program Area: Bureau of Construction Codes and Fire Safety</b>
BCC-281	<a href="#">Elevating Device Accident Report</a>	Accepted Throughout the Year	Cal Rogler	517- 241-9337	MANDATORY for Elevating Device Accident Report	
BCC-322	<a href="#">Application for Plan Examination</a>	Accepted Throughout the Year	Not Applicable	517- 241-9328	AS NEEDED	
BCC-324	<a href="#">Application For Building Permit and Plan Examination</a>	Accepted Throughout the Year	Not Applicable	517- 241-9317	MANDATORY for Building Permit and Plan Examination	
BCC-327	<a href="#">Plumbing Permit Application</a>	Accepted Throughout the Year	Not Applicable	517- 241-9313	MANDATORY for Plumbing Permit Application	
BCC-339	<a href="#">Electrical Permit Application</a>	Accepted Throughout the Year	Not Applicable	517- 241-9313	MANDATORY for Electrical Permit Application	
BCC-812	<a href="#">Application For Modification To Prem Manufactured Unit</a>	Accepted Throughout the Year	Not Applicable	517- 241-9328	AS NEEDED	
BCC-849	<a href="#">Boiler Permit Application</a>	Accepted Throughout the Year	Not Applicable	517- 241-9334	MANDATORY for Boiler Permit Application	
BCC-850	<a href="#">Application For Elevator Certificate of Competency Examination</a>	Accepted Throughout the Year	Not Applicable	517- 241-9337	MANDATORY for Elevator Certificate of Competency Examination	
BCC-9	<a href="#">Mechanical Permit Application</a>	Accepted Throughout the Year	Not Applicable	517- 241-9313	MANDATORY for Mechanical Permit Application	

<b>IC 1801-1</b>	Off-Road Vehicle (ORV)/All-Terrain Vehicle (ATV) Safety Education Program Grant Application	Accepted Throughout the Year	Not Applicable	517- 373-1230	AS NEEDED	<b>Department of Natural Resources (DNR)</b>  <b>Program Area:</b> Law Enforcement Division
<b>SM-4325</b>	<a href="#">Non-Public School Membership</a>	Accepted Throughout the Year	Wanda Bazzett	517- 373-1833	MANDATORY in order for the nonpublic school to be recognized as such and to be potentially eligible for Special Education funding	<b>Michigan Department of Education (MDE)</b>  <b>Program Area:</b> Bureau of School Finance & School Law
<b>SM-4463</b>	CSFP Soup Kitchen/Food Bank	Accepted Throughout the Year	Kathy Rhodes	517- 373-4265	VOLUNTARY	<b>Michigan Department of Education (MDE)</b>  <b>Program Area:</b> The Emergency Food Assistance Program
<b>SM-4464</b>	The Emergency Food Assistance Program (TEFAP) Application Agreement	Accepted Throughout the Year	Kathy Rhodes	517- 373-4265	VOLUNTARY	
<b>SM-4787</b>	Transportation - Accident Report	Accepted Throughout the Year	Sue Howell	517- 373-6388	MANDATORY in the Case of Transportation Accident	<b>Michigan Department of Education (MDE)</b>  <b>Program Area:</b> Transportation Program

<b>OS-4132</b>	Property Transfer Appeal	Accepted Throughout the Year	Linda Droste	517- 373-8369	MANDATORY for Property Transfer Appeal	<b>Michigan Department of Education (MDE)</b>  <b><u>Program Area:</u></b> <b>Office of Administrative Law</b>
<b>OS-4143</b>	ISD Boundary Changes	Accepted Throughout the Year	Linda Droste	517 - 373-8369	MANDATORY for ISD Boundary Changes	
<b>TE-4601</b>	School Nurse Certificate Application	Accepted Throughout the Year	JoAnne Gibson	517- 335-0585	AS NEEDED	<b>Michigan Department of Education (MDE)</b>  <b><u>Program Area:</u></b> <b>Office of Professional Preparation Services (OPPS)</b>
<b>TE-4602</b>	Application for Michigan Provisional Professional Education Teacher Certificate for Candidates who Completed Requirements Out-of-State	Accepted Throughout the Year	All Teacher Certification Consultants	517- 373-3310	AS NEEDED	
<b>TE-4745-B</b>	SB-CEU Sponsor Information	Accepted Throughout the Year	Stephanie Whiteside	517- 335-1167	AS NEEDED	
<b>TE-4745-C</b>	SB-CEU Sponsor Record Keeping	Accepted Throughout the Year	Stephanie Whiteside	517- 335-1167	AS NEEDED	
<b>TE-4920</b>	<a href="#">Advanced Certificate Renewal</a>	Accepted Throughout the Year	Marlene Higbee or Debbie Barlow	517- 335-0581 or 517- 373-6892	MANDATORY for New CTE State-Approved Program	
<b>TE-4926</b>	<a href="#">Two-Year Extended Provisional Teaching Certificate</a>	Accepted Throughout the Year	Andy Beal	517- 335-0580	AS NEEDED	
<b>TE-4989</b>	<a href="#">National Board Certification</a>	December 1, 2006 by 5:00 PM	Frank Ciloski	517- 373-6791	AS NEEDED	
<b>TE-4991</b>	Out-of-State Counselor License	Accepted Throughout the Year	Rosheeda Whitthorne (for Beatrice Harrison)	517- 241-2200	AS NEEDED	
<b>TE-4861</b>	Additional Endorsement	Accepted Throughout the Year	All Teacher Certification Consultants	517- 373-3310	AS NEEDED	
<b>TE-4911</b>	<a href="#">Renewal of Preliminary School Psych</a>	Accepted Throughout the Year	Rosheeda Whitthorne	517- 241-2200	MANDATORY	
<b>TC-4536</b>	Institution Vocational Authorization	Accepted Throughout the Year	JoAnne Gibson	517- 335-0585	AS NEEDED	
<b>TE-4028-A</b>	<a href="#">Duplicate Michigan Certificate</a>	Accepted Throughout the Year	Andy Beal	517- 335-0580	MANDATORY	
<b>TE-4028-B</b>	<a href="#">Reinstatement Teacher Certificate</a>	Accepted Throughout the Year	Andy Beal	517- 335-0580	AS NEEDED	
<b>TE-4028-C</b>	<a href="#">Third Renewal of Provisional Certificate</a>	Accepted Throughout the Year	All Teacher Certification Consultants	517- 373-3310	AS NEEDED	

<b>No Form ID</b>	<a href="#">Procedure for Requesting Deviations Under Rule 340.1734 and the Special Education Deviation Form</a>	Accepted Throughout the Year	Sharon Kibby	517- 373-1696	AS NEEDED (file at the time districts know it is needed). However, this form cannot be submitted prior to need.	<b>Michigan Department of Education (MDE)</b>  <b>Program Area:</b> <b>Office of Special Education and Early Intervention</b>
<b>OS-4154</b>	<a href="#">Rule Waiver Single District</a>	Accepted Throughout the Year	Sharon Kibby	517- 373-1696	AS NEEDED (file before or at the time districts know it is needed)	<b>Michigan Department of Education (MDE)</b>  <b>Program Area:</b> <b>State Board of Education</b>
<b>OS-4155</b>	<a href="#">Rule Waiver Joint Application</a>	Accepted Throughout the Year	Sharon Kibby	517- 373-1696	AS NEEDED (file before or at the time districts know it is needed)	
<b>No Form ID</b>	<a href="#">Rule Waiver Renewal Application</a>	Accepted Throughout the Year	Sharon Kibby	517- 373-1696	AS NEEDED (file before or at the time districts know it is needed)	
<b>DES-015</b>	Driver Training School Instructor License Application	Accepted Throughout the Year	Driver Education Section	517- 241-6850	AS NEEDED	<b>Michigan Department of State (MDS)</b>  <b>Program Area:</b> <b>Operations Division</b>
<b>DES-016</b>	Medical Examination Report	Accepted Throughout the Year	Driver Education Section	517- 241-6850	AS NEEDED	
<b>DES-014</b>	Non-Commercial Driver Training School License Application	Accepted Throughout the Year	Driver Education Section	517- 241-6850	AS NEEDED	
<b>DES-018</b>	Training Vehicle List (file with original applications, or when submitting applications for renewal, or when updating records)	Accepted Throughout the Year	Driver Education Section	517- 241-6850	AS NEEDED	
<b>DES-017</b>	Driver Training School Insurance Certificate	Accepted Throughout the Year	Driver Education Section	517- 241-6850	AS NEEDED	
<b>DES-019</b>	Surety Bond of a Non-commercial Driver Training School (1000 or MORE STUDENTS YEARLY)	Accepted Throughout the Year	Driver Education Section	517- 241-6850	AS NEEDED	
<b>DES-020</b>	Surety Bond of a Non-commercial Driver Training School (LESS THAN 1000 STUDENTS YEARLY)	Accepted Throughout the Year	Driver Education Section	517- 241-6850	AS NEEDED	

<b>DES-021</b>	Surety Bond of a Commercial Driver Training School	Accepted Throughout the Year	Driver Education Section	517- 241-6850	AS NEEDED	
<b>Form ID or Name</b>	<b>Forms</b> (Note: When possible, various forms are linked to the appropriate Web page.)	<b><u>DEADLINE:</u></b> <b>FEBRUARY 2006</b>	<b>Contact Person (If Needed)</b>	<b>Contact Number</b>	<b>Completion Requirements</b>	<b>Department and Program Area</b>
<b>No Form ID</b>	Michigan School Readiness Program Mid-Year Report for Competitive Programs	February/March 2006	Judy LeVine	517- 373-8483	MANDATORY for participating programs	<b>Michigan Department of Education (MDE)</b>  <b><u>Program Area:</u></b> Office of Early Childhood Education and Family Services
<b>Form ID or Name</b>	<b>Forms</b> (Note: When possible, various forms are linked to the appropriate Web page.)	<b><u>DEADLINE:</u></b> <b>MARCH 2006</b>	<b>Contact Person (If Needed)</b>	<b>Contact Number</b>	<b>Completion Requirements</b>	<b>Department and Program Area</b>
<b>No Form ID</b>	Michigan School Readiness Program Mid-Year Report for Competitive Programs	February/March 2006	Judy LeVine	517- 373-8483	MANDATORY for participating programs	<b>Michigan Department of Education (MDE)</b>  <b><u>Program Area:</u></b> Office of Early Childhood Education and Family Services
<b>FS-4731-C</b>	Count of Membership Pupils Eligible for Free Breakfast, Lunch or Milk	March 15 – Each Year	Jayne Klein	517- 373-3921 or 517- 373-4006	AS NEEDED	<b>Michigan Department of Education (MDE)</b>  <b><u>Program Area:</u></b> Office of School Improvement

Form ID or Name	Forms (Note: When possible, various forms are linked to the appropriate Web page.)	<b><u>DEADLINE:</u> APRIL 2006</b>	Contact Person (If Needed)	Contact Number	Completion Requirements	Department and Program Area
<b>Additional CTE Course Offerings</b>	<a href="#">A subset of 4001-C (Available on the Web or as a hard copy)</a>	April 1 for following year Fall  November 1 for following year Spring	Dianne Bailey	517- 373-8904	MANDATORY for Continued CTE State Approved Program	<b>Department of Labor and Economic Growth</b>  <b><u>Program Area:</u> Career and Technical Preparation</b>
<b>DS-4168</b>	<a href="#">Local Education Agency (LEA) &amp; Intermediate School District (ISD) Hours of Instruction</a>	April 15	JoEllen Wonsey	517- 373-3352	MANDATORY for all Districts Receiving State School Aid	<b>Michigan Department of Education (MDE)</b>  <b><u>Program Area:</u> Office of State Aid and School Finance</b>
Form ID or Name	Forms (Note: When possible, various forms are linked to the appropriate Web page.)	<b><u>DEADLINE:</u> MAY 2006</b>	Contact Person (If Needed)	Contact Number	Completion Requirements	Department and Program Area
<b>IM-02-23-C</b>	<a href="#">Competitive Michigan School Readiness Program (MSRP) Grant Application</a>	May 22, 2006	Judy LeVine	517- 373-8483	Voluntary (Consideration for funding will not be possible if form is not filed)	<b>Michigan Department of Education (MDE)</b>  <b><u>Program Area:</u> Office of Early Childhood Education and Family Services</b>
<b>IM-02-23-C/C</b>	<a href="#">Competitive Michigan School Readiness Program (MSRP) Continuation Grant Application</a>	May 22, 2006	Judy LeVine	517- 373-8483	AS NEEDED	
Form ID or Name	Forms (Note: When possible, various forms are linked to the appropriate Web page.)	<b><u>DEADLINE:</u> JUNE 2006</b>	Contact Person (If Needed)	Contact Number	Completion Requirements	Department and Program Area
<b>No Form ID</b>	Federal ABE Grant (or Continuation Grant) Application	Application for 2006/2007 due June 1, 2006  Final Report (2005/2006 is due November 30, 2006)	Cliff Akujobi	517- 373-4218	AS NEEDED	<b>Department of Labor and Economic Growth (DLEG)</b>  <b><u>Program Area:</u> Adult Education</b>

No Form ID	<a href="#">State Aid Comprehensive Community Needs and Resources Assessment (CNRA) - Pre-application for MSRP State Aid</a>	June 5, 2005	Blanche Derren or Connie Robinson or Sharon Singer (if Blanche or Connie are not available)	517- 373-8483	Voluntary (Consideration for funding will not be possible if form is not filed)	Michigan Department of Education (MDE)  <b>Program Area:</b> Office of Early Childhood Education and Family Services
No Form ID	<a href="#">Early on Michigan Application (MEGS)</a>	June 30 each year	Vanessa Winborne or Mischele McManus	517- 373-8483	Mandatory	Michigan Department of Education (MDE)  <b>Program Area:</b> Office of Early Childhood Education and Family Services
TC-4601	Annual Vocational Authorization Credit Track	September 2005 – June 2006	JoAnne Gibson	517- 335-0585	AS NEEDED	Michigan Department of Education (MDE)  <b>Program Area:</b> Office of Professional Preparation Services
TE-2900 (Form 1)	Annual Record of Professional Development	June 2006	Cheryl Poole or Bonnie Rockafellow	517- 373-7861 or 517- 241-4546	MANDATORY	
TE-2900 (Form 2)	Annual Record of Professional Development for Beginning Teachers	June 2006	Cheryl Poole or Bonnie Rockafellow	517- 373-7861 or 517- 241-4546	MANDATORY	
Form ID or Name	Forms (Note: When possible, various forms are linked to the appropriate Web page.)	<b><u>DEADLINE:</u> AUGUST 2006</b>	Contact Person (If Needed)	Contact Number	Completion Requirements	Department and Program Area
IM-02-23-C/NS	<a href="#">Michigan School Readiness Program Narrative Summary for Competitive Programs</a>	August 1, 2006	Judy LeVine	517- 373-8483	MANDATORY for participating programs	Michigan Department of Education (MDE)  <b>Program Area:</b> Office of Early Childhood Education and Family Services Department and Program Area



<b>DS-4168-B</b>	<a href="#">District Planned Hours of Instruction</a>	August 1	JoEllen Wonsey	517- 373-3352	MANDATORY for all Districts Receiving State School Aid	<b>Michigan Department of Education (MDE)</b>  <b>Program Area:</b> Office of State Aid and School Finance
<b>Form ID or Name</b>	<b>Forms</b> (Note: When possible, various forms are linked to the appropriate Web page.)	<b><u>DEADLINE:</u></b> <b>SEPTEMBER</b> <b>2006</b>	<b>Contact Person</b> (If Needed)	<b>Contact Number</b>	<b>Completion Requirements</b>	<b>Department and Program Area</b>
<b>No Form ID</b>	Section 107 Plan for Adult Education Program Operation	September 15, 2005	Sandy Thelen	517- 373-3395	MANDATORY Under Section 107 (3)(b) and (4) of the State School Aid Act	<b>Department of Labor and Economic Growth (DLEG)</b>
<b>AE-4859</b>	Adult Education 10% Performance Objective Report	September 15, 2005	Sandy Thelen	517- 373-3395	MANDATORY by all Districts UNDER SEC. 107 (10)(b) of the State School Aid Act.	<b>Program Area:</b> <b>Adult Education</b>
<b>No Form ID</b>	<a href="#">Interim Federal Expenditure Report: Early On</a>	September 15 each year	Vanessa Winborne or Mischele McManus	517- 373-8483	Mandatory	<b>Michigan Department of Education (MDE)</b>  <b>Program Area:</b> Office of Early Childhood Education and Family Services
<b>TC-4601</b>	Annual Vocational Authorization Credit Track	September 2005 – June 2006	JoAnne Gibson	517- 335-0585	AS NEEDED	<b>Michigan Department of Education (MDE)</b>  <b>Program Area:</b> Office of Professional Preparation Services
<b>SE-4096</b>	Special Education Actual Cost Report & Supplemental Program Schedule	September 30, 2005	Linda Van Horn	517- 241-4517	MANDATORY for a District to Collect State Categorical Aid	<b>Michigan Department of Education (MDE)</b>

<b>SE-4824</b>	Actual Cost Public Schools Operate Grounds (a.k.a. juvenile detention final cost)	September 30, 2005	Linda Van Horn	517- 241-4517	Mandatory for a district to collect state categorical aid	
<b>Form ID or Name</b>	<b>Forms</b> (Note: When possible, various forms are linked to the appropriate Web page.)	<b><u>DEADLINE:</u> OCTOBER 2006</b>	<b>Contact Person (If Needed)</b>	<b>Contact Number</b>	<b>Completion Requirements</b>	<b>Department and Program Area</b>
<b>SE-4094</b>	Transportation Expenditure Report	October 7, 2005	Linda Van Horn	517- 241-4517	MANDATORY for a District to Collect State Categorical Aid	<b>Michigan Department of Education (MDE)</b>  <b><u>Program Area:</u> Office of Special Education and Early Intervention Services</b>
<b>SE-4747</b>	Request Costs for Implementing 7/1/87 Special Education Rules	October 1, 2005	Linda Van Horn	517- 241-4517	Mandatory for a district to collect state categorical aid	
<b>Form ID or Name</b>	<b>Forms</b> (Note: When possible, various forms are linked to the appropriate Web page.)	<b><u>DEADLINE:</u> NOVEMBER 2006</b>	<b>Contact Person (If Needed)</b>	<b>Contact Number</b>	<b>Completion Requirements</b>	<b>Department and Program Area</b>
<b>No Form ID</b>	Federal ABE Grant (or Continuation Grant) Application	Application for 2006/2007 due June 1, 2006 Final Report (2005/2006 is due November 30, 2006)	Cliff Akujobi	517- 373-4218	AS NEEDED	<b>Department of Labor and Economic Growth (DLEG)</b>  <b><u>Program Area:</u> Adult Education</b>
<b>No Form ID</b>	Adult Education Annual Performance Report	November 30, 2006 (For 2005/2006)	Cliff Akujobi	517- 373-4218	AS NEEDED	
<b>Additional CTE Course Offerings</b>	<a href="#">A subset of 4001-C (Available on the Web or as a hard copy)</a>	April 1 for following year Fall  November 1 for following year Spring	Dianne Bailey	517- 373-8904	MANDATORY for Continued CTE State Approved Program	<b>Department of Labor and Economic Growth (DLEG)</b>  <b><u>Program Area:</u> Career and Technical Preparation</b>

Form ID or Name	Forms (Note: When possible, various forms are linked to the appropriate Web page.)	<b>DEADLINE:</b> <b>DECEMBER 2006</b>	Contact Person (If Needed)	Contact Number	Completion Requirements	Department and Program Area
<b>FS-4685</b>	Survey Local Institution For Neglected or Delinquent Children in Correction Institute	December 11, 2005	Jayne Klein	517- 373-4006	AS NEEDED	<b>Michigan Department of Education (MDE)</b>  <b>Program Area:</b> <b>Office of School Improvement</b>
<b>FS-4685-A</b>	Children in Institution Run by State for Neglected/Delinquent or Adult Correctional Institution	December 11, 2005	Jayne Klein	517- 373-4006	AS NEEDED (Only State Agencies Submit <a href="#">[Department of Human Services and Corrections]</a> )	
<b>TE-4127</b>	<a href="#">Teaching Permit</a>	December 1 or 30 Calendar Days After Employment	Karen Taylor	517- 373-6895	AS NEEDED	<b>Michigan Department of Education (MDE)</b>  <b>Program Area:</b> <b>Office of Professional Preparation Services</b>
Form ID or Name	Forms (Note: When possible, various forms are linked to the appropriate Web page.)	<b>DEADLINE:</b> <b>SUMMER/FALL</b>	Contact Person (If Needed)	Contact Number	Completion Requirements	Department and Program Area
<b>No Form ID</b>	<a href="#">State Aid Michigan School Readiness Program (MSRP) Grant Application</a>	Late Summer/Early Fall 2005	Blanche Derren or Connie Robinson or Sharon Singer (if Blanche or Connie are not available)	517- 373-8483	Voluntary (Consideration for funding will not be possible if form is not filed)	<b>Michigan Department of Education (MDE)</b>  <b>Program Area:</b> <b>Office of Early Childhood Education and Family Services</b>
<b>No Form ID</b>	<a href="#">State Aid Michigan School Readiness Program (MSRP) Final Report/Narrative Summary</a>	Late Summer/Early Fall 2005	Blanche Derren or Connie Robinson or Sharon Singer (if Blanche or Connie are not available)	517- 373-8483	MANDATORY for participating programs	
<b>No Form ID</b>	<a href="#">State Aid Michigan School Readiness Program (MSRP) Final Expenditure and Carryover Budget Report</a>	Fall 2005	Blanche Derren or Connie Robinson or Sharon Singer (if Blanche or Connie are not available)	517- 373-8483	MANDATORY for participating programs	<b>Michigan Department of Education (MDE)</b>  <b>Program Area:</b> <b>Office of Early</b>

<b>No Form ID</b>	<a href="#">State Aid Michigan School Readiness Program (MSRP) Carryover Expenditure Report</a>	Late Summer/Early Fall 2006	Blanche Derren or Connie Robinson or Sharon Singer (if Blanche or Connie are not available)	517- 373-8483	MANDATORY for programs that completed a Carryover Budget Report	<b>Childhood Education and Family Services</b>
<b>Form ID or Name</b>	<b>Forms</b> (Note: When possible, various forms are linked to the appropriate Web page.)	<b><u>DEADLINE:</u></b> <b>SPECIAL INSTRUCTIONS</b>	<b>Contact Person</b> (If Needed)	<b>Contact Number</b>	<b>Completion Requirements</b>	<b>Department and Program Area</b>
<b>BCC-1052</b>	<a href="#">Education and Training Program Approval Application</a>	At Least 60 Days Prior to Presentation of the Program	Not Applicable	517- 241-9347	MANDATORY for Program Approval	<b>Department and Program Area</b> <b>Department of Labor and Economic Growth (DLEG)</b>  <b><u>Program Area:</u></b> <b>Bureau of Construction Codes and Fire Safety</b>
<b>CTE Building and/or Fiscal Agent Transfer Form</b>	<a href="#">A subset of 4001-C (Available on the Web or as a hard copy)</a>	Must be submitted 5 months before effective date of change	Dianne Bailey	517- 373-8904	MANDATORY for New CTE State Approved Program	<b>Department and Program Area</b> <b>Department of Labor and Economic Growth (DLEG)</b>  <b><u>Program Area:</u></b> <b>Career and Technical Preparation</b>
<b>No Form ID</b>	<a href="#">CTE Building and/or Fiscal Agent Transfer Form</a>	Five Months Prior to Fiscal Agency Change or an Approved CTE Program Being Transferred to Another Building	Glenda Zollinger-Russell	517- 241-2072	AS NEEDED	
<b>BWC-100</b>	Formerly MDL-1-100; Employer's Basic Report of Injury	Immediately	Janet Theis	517- 322-5777	MANDATORY Upon Injury or Disease Which Arise in the Course of Employment	<b>Department of Labor and Economic Growth (DLEG)</b> <b><u>Program Area:</u></b> <b>Worker's Compensation Agency</b>
<b>BWC-106</b>	Supplemental Report of Fatal Injury	Immediately	Janet Theis	517- 322-5777	MANDATORY Upon Death of an Injured Employee	

<b>DS-4492</b>	<a href="#">Grants Project Expenditure Report/ Request for Funds</a>	Varies Depending on Grant	Phil Boone	517- 335-4059	AS NEEDED	Michigan Department of Education (MDE)  <b>Program Area:</b> Office of Financial Management
<b>SM-4699</b>	<a href="#">TEFAP Distribution Report</a>	Monthly or Quarterly (as appropriate)	Kathy Rhodes	517- 373-4265	MANDATORY	Michigan Department of Education (MDE)  <b>Program Area:</b> Office of Financial Management
<b>SM-4699-C</b>	<a href="#">TEFAP Cost Report</a>	10 <sup>th</sup> of the Month (After Quarter Ends)	Kathy Rhodes	517- 373-4265	MANDATORY	Michigan Department of Education (MDE)  <b>Program Area:</b> Grants Coordination & School Support  Commodities Supplemental Food Program  The Emergency Food Assistance Program  Transportation Program
<b>SM-4890-A</b>	<a href="#">School Bus Driver Safety Education Program Application</a>	May 2005 (Deadline May Vary Slightly)	Mary Ann Chartrand	517- 373-6388	MANDATORY	
<b>TE-4127</b>	<a href="#">Teaching Permit</a>	December 1or 30 Calendar Days After Employment	Karen Taylor	517- 373-6895	AS NEEDED	Michigan Department of Education (MDE)  <b>Program Area:</b> Office of Professional Preparation Services

<b>DS-4511-C</b>	<a href="#">District Plan Eliminating Deficit Budget</a>	Due within 30 days of Receipt of Form from MDE	Glenda Rader	517- 335-0524	MANDATORY of any District Experiencing a Deficit Fund Balance (section 102 of State Aid Act)	<b>Michigan Department of Education (MDE)</b>  <b>Program Area:</b> <b>Office of State Aid and School Finance</b>
<b>DS-4848</b>	<a href="#">General Fund Budgetary Control Report</a>	Monthly	Glenda Rader	517- 335-0524	MANDATORY of any District Experiencing a Deficit Fund Balance (section 102 of State Aid Act)	
<b>DES-101</b>	Program Request (only filed by the licensed driver training schools, used for requesting permission to hold a segment I or II driver education course)	Complete and File at Least 10 Days Before Scheduled Start of Program	Driver Education Section	517- 241-6850	AS NEEDED	<b>Michigan Department of State (MDOS)</b>  <b>Program Area:</b> <b>Operations Divisions</b>
<b>DES-102</b>	Program Completion Data (only filed by the licensed driver training schools, used for requesting permission to hold a segment I or II driver education course)	Complete and File No Later than 10 Days After Program Ends	Driver Education Section	517- 241-6850	AS NEEDED	
<b>Form ID or Name</b>	<b>Forms</b> (Note: When possible, various forms are linked to the appropriate Web page.)	<b><u>DEADLINE:</u></b> <b>TO BE DETERMINED</b>	<b>Contact Person</b> (If Needed)	<b>Contact Number</b>	<b>Completion Requirements</b>	<b>Department and Program Area</b>
<b>CTE - 4003</b>	2004-2005 Application for Career and Technical Education Administrator	To Be Determined	Pamela Hodges	517- 373-0600	AS NEEDED	<b>Department and Program Area</b> <b>Department of Labor and Economic Growth (DLEG)</b>  <b>Program Area:</b> <b>Career and Technical Preparation</b>

<b>SM-4890</b>	<a href="#">School Bus Driver Safety Education Cost Report</a>	To Be Determined	Mary Ann Chartrand	517- 373-6388	MANDATORY	Michigan Department of Education (MDE)  <b>Program Area:</b> Grants Coordination & School Support
<b>SP-4849</b>	Section 99 Math and Science Centers	To Be Determined	Sarah Uhle or Kevin Richards	517- 373-0454	MANDATORY (Completed by intermediate school districts participating in the Math and Science Centers Program)	Michigan Department of Education (MDE)  <b>Program Area:</b> Office of School Excellence
<b>FS-4731-A</b>	<a href="#">31a Funds At-Risk Pupils</a>	To Be Determined	Linda Brown	517- 373-3921	AS NEEDED	Michigan Department of Education (MDE)  <b>Program Area:</b> Office of School Improvement
<b>DS-4513</b>	Local District: Fiscal Indirect Rate Adjustments	To Be Determined	Phil Boone	517- 335-4059	AS NEEDED	Michigan Department of Education (MDE)  <b>Program Area:</b> Office of State Aid and School Finance
<b>DS-4898</b>	Public School Academy (PSA) Preliminary Pupil Membership Count	To Be Determined	Dan Hanrahan	517- 373-3352	MANDATORY of Public School Academies	